

20 August 1974

MEMORANDUM FOR: Mr. George Allen, Director, Imagery  
Analysis Service

SUBJECT : Appreciation for Support to Agency Training  
Program

On behalf of the Director of Training, I wish to convey to you our sincere thanks for the support you extended to the faculty and members of the class during the running of the Intelligence Production Course earlier this year. Your willingness to help us broaden the professional horizons of the young analysts in the course contributed substantially to their understanding of your mission. The presentation by your Deputy, [REDACTED] and those by several other key officers in IAS were both relevant and interesting, and student reaction to them was most favorable.

STATINTL

We also wish to note the valuable contributions made by a number of PI's and analysts at the operating level during your participation in our program. Please extend our gratitude to them for their assistance.

We plan to have another running of this course for intelligence analysts in October. We look forward to repeating the pleasant and enlightening experience of our last visit with you. I shall be in touch with your staff concerning that running in the near future in conjunction with our visit to [REDACTED]. I am also happy to report we have a young professional from the IAS enrolled for this course.

STATINTL

Sincerely,

STATINTL

[REDACTED]

Office of Training

# SPECIAL BULLETIN

OFFICE OF TRAINING

No. 19-74

Date: 18 July 1974

To: All Training Officers of the Agency

## INTELLIGENCE PRODUCTION COURSE (IPC)

The Functional Training Division of the Office of Training announces an offering of the Intelligence Production Course to begin on ~~5 September~~ *7 October* 1974 and run for approximately five weeks. This course is designed for (1) Career Trainees just prior to their permanent assignment to intelligence production offices in the Agency, and (2) analysts with from one to three years' experience who would benefit from an in-depth survey of the intelligence process (collection, analysis and reporting activities) throughout the Intelligence Community.

### OBJECTIVES:

1. To help the young professional become more knowledgeable about various facets of the production of finished intelligence: requirements; sources of intelligence information; processing and storage of intelligence information; analysis, interpretation, and presentation of the finished product.
2. To explain the role of CIA in the intelligence production cycle and the relationships of the Agency with other components of the intelligence community.
3. To afford opportunity for limited orientation to certain new methodologies in the analysis of intelligence information, including the use of the computer.
4. To help the student understand the role and significance of foreign intelligence support to national security decision-making at the Federal level.

(Over, please)

ADMINISTRATIVE - INTERNAL USE ONLY



PREREQUISITES:

Professionals who are (1) Career Trainees prior to their final assignments, or (2) qualified analysts with from one to three years experience. (Enrollment is limited to approximately 15. Preference will be given to those professionals from intelligence production offices). Codeword clearances will be required.

DATE & TIME:

*7 October* *13 November*  
~~7 September~~ through ~~9 October~~ 1974, 0830-1630 hours, approximately five weeks, full-time.

LOCATION:

Chamber of Commerce Building, 4600 Fairfax Drive, Arlington, Virginia. No transportation will be provided. Detailed instructions on parking and other data will be mailed prior to the start of the course to those students selected to attend.

REGISTRATION:

Form 73, "Request for Internal Training" must be submitted to OTR/S&RS/RG, Room 1036, Chamber of Commerce Building, by ~~5 August~~ 1974. These requests will be submitted through the Senior Training Officer of each Directorate. Because of special clearances involved and course planning requirements, Form 73 should include registrant's date and place of birth, Social Security Number, and a brief biographic profile.

*Nominations closed*

FURTHER INFORMATION:

On course content call Functional Training Division, [REDACTED]

On registration call Registration Group, extension [REDACTED]

STATOTHR

STATOTHR

*Per- app. file*

☐ UNCLASSIFIED ☒ INTERNAL ☐ CONFIDENTIAL ☐ SECRET  
Approved For Release 2001/11/08 : CIA-RDP82T00285R000100130008-5

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Appreciation for Support to Agency Training Program

FROM:

AC/ITB  
Rm 816 C of C

EXTENSION

NO.

STATOTH

DATE

20 August 1974

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Mr. George Allen  
Rm 3N109

2.

*Deputy*

3.

4.

5.

6.

7.

8.

STATINTL

9.

10.

11.

12.

13.

14.

15.

*Dear George:*  
I wish to add this personal note of greeting and to say how much I appreciate the interest and support of your people in our efforts to improve the training and development of our Agency professionals.

If your schedule permits, I'd like to invite you to address the IPC Class when it visits Bldg [redacted] on 22 October.

We anticipate a group of about 20 young officers - 50% headed for ODI production office assignments - and the others new analysts professionals from various components including the ODO.

I attached a copy of the OTR Special Bulletin for your background information.

*Thanks again*

STATINTL [redacted]